

BYLAWS

COUNCIL OF CHIEF LOCAL ELECTED OFFICIALS

ARTICLE I

NAME, MEETINGS

- SECTION I The official name of this Council shall be the Council of Chief Local Elected Officials of the Georgia Mountains Workforce Development Area 2, hereinafter called the "CLEO Council".
- SECTION II The CLEO Council shall meet annually at a time and place determined by the Chairman. Additional meetings may be called by the Chairman as necessary or by written call signed by 25% of the CLEO Council.

ARTICLE II

AUTHORITY AND PURPOSE

- SECTION I The CLEO Council is formed under the Workforce Investment Act and House Bill 393 as passed by both the Georgia House and Senate and signed by the Honorable Governor Nathan Deal.
- SECTION II The CLEO Council has as its purpose carrying out all of those duties and responsibilities assigned to the Chief Local Elected Officials by said Act and said House Bill.

ARTICLE III

MEMBERSHIP

- SECTION I The Mayors and Council Commission Chairpersons elected within each County ("Local Elected Officials") shall select an Elected Official to represent the County on the CLEO Council. No more than one mayor shall represent a county in the local workforce investment area. Three-quarters of the Local Elected Officials within the Council must be present to vote on the Elected Official representative to the CLEO Council. The members of the Council shall serve for a term of no more than two years and shall serve no more than two consecutive terms unless the County from which he/she comes is a single municipality County. Georgia Mountains Workforce Development Area 2 (SDA 2, as designated by the Governor of Georgia under the provisions of WIA Section 117) consists of the Counties of Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White.

- SECTION II Members of the CLEO Council shall serve on the CLEO until the expiration of his/her term (as described in Section I) or until he/she ceases to be a local elected official, whichever first occurs. Upon the expiration of a term on the CLEO Council or the cessation of service as a local elected official, the Elected Official representative to CLEO shall be chosen as provided for in Article III, Section I, above.
- SECTION III Each member of the CLEO Council shall have equal standing and shall have one vote in all matters of business brought before this CLEO Council.
- SECTION IV CLEO Council shall not contract with, directly or through a business entity, a member of the Council, a relative of a Council member, or an employee of the Council. Council members who have potential conflicts or contracts may remain on the respective boards until the Board Certification as determined in accordance with the federal Workforce Investment Act. To prevent conflicts of interests, elected officials serving on the Council shall sign a conflict of interest statement upon accepting a position on a CLEO Council disclosing any and all potential conflicts.

ARTICLE IV OFFICERS

- SECTION I The officers of the CLEO shall consist of a Chairman, and Vice Chairman. These officers shall be members of the CLEO. The Chairman shall be the "Chief Local Elected Official" and possess the powers granted thereto, preside over the meetings of the CLEO Council, shall have the power to sign documents on behalf of the CLEO Council, and shall generally possess the powers of the Chief Executive Officer of the CLEO Council in addition to any other powers granted by these Bylaws. The Vice Chairman shall succeed to all of the powers of the Chairman in the Chairman's absence.
- SECTION II The terms of the officers shall be for two years or until their successors are elected or appointed.
- SECTION III All officers of the CLEO Council shall be eligible for re-election or re-appointment. The officers shall serve for no more than two consecutive two-year terms.

ARTICLE V
NOMINATION AND ELECTION OF OFFICERS

- SECTION I Nomination of officers to fill vacant positions shall be made from the floor at the Annual Meeting. The nominee receiving a vote of a majority of the membership present shall be declared elected.
- SECTION II At the Annual Meeting, the newly elected officers will take office immediately after the vote.
- SECTION III Meeting minutes must be submitted to the Georgia Department of Economic Development-Workforce Division within five business days of the election of the CLEO Council's officers.

ARTICLE VI
COMMITTEES AND OPERATIONS

- SECTION I The two officers, provided above, along with five at-large members chosen by the Chairman shall constitute the Executive Committee.
- SECTION II The Executive Committee shall have authority to assume the responsibilities and duties of the CLEO Council as assigned to this body by the WIA.
- SECTION III The Chairman of the CLEO Council may appoint, with the approval of the Executive Committee, such committees as he/she deems necessary and appropriate to study issues and made recommendations to the Executive Committee or CLEO Council.
- SECTION IV The Chairman shall serve as the signatory authority for the CLEO Council.
- SECTION V In the event a vacancy occurs within the Executive Committee, the Chairman may appoint a temporary replacement from the general membership. The replacement will serve until the election of officers at the next meeting of the general membership.
- SECTION VI If the Chairmanship becomes vacant, the vice-chairman will succeed to this office and may refill other vacancies in the manner described in Section V above.
- SECTION VII If any member of the Executive Committee is absent for three consecutive meetings, he/she will automatically be considered as having resigned from the Executive Committee and will be replaced in the manner described in Article VI, Section V.

**ARTICLE VII
CLEO APPOINTMENTS TO WIB MEMBERSHIP**

- SECTION I The CLEO Council shall form, in accordance with Georgia Statutory Law and the rules established by the Georgia Department of Economic Development-Workforce Division, the Georgia Mountains Workforce Investment Board.
- SECTION II This authority shall not give a local workforce investment board any direct authority or control over workforce funds and programs in its workforce investment area, other than programs approved through that board. An agreement on the formation of a board shall be in writing and be submitted to the Georgia Department of Economic Development-Workforce Division.
- SECTION III The board shall adopt the budget for the WIB Board that shall be included in the Georgia Mountains Workforce Investment Area Plan submitted to the Georgia Department of Economic Development-Workforce Division no later than two weeks after the CLEO Council approves the budget. The CLEO Chairman shall approve in writing the budget submitted by the board.

**ARTICLE VIII
QUORUM**

- SECTION I Thirty percent of the CLEO Council, plus the Chairman or Vice Chairman in the absence of the Chairman, are necessary to constitute a quorum.
- SECTION II The foregoing notwithstanding, the selection of the Chairman of the CLEO Council requires 75% attendance.
- SECTION III Quorum for Executive Committee shall consist of four members.
- SECTION IV A CLEO Council Member must be present to vote. Proxy voting is prohibited.


**ARTICLE IX
FISCAL AGENT/GRANT RECIPIENT**

- SECTION I The Georgia Department of Economic Development-Workforce Division shall approve the fiscal agent/grant recipient selected by the CLEO Council before any federal or state workforce development funds shall be disbursed.

**ARTICLE IX
AMENDMENTS**

- SECTION I These Bylaws may be amended, superseded only by an affirmative vote of a majority at any regular or called CLEO Council meeting; provided, however all members shall be provided notice of contents of such proposed amendments and meeting site at least seven days prior to the meeting. Notice may be in the form of mail, facsimile, or email notice.
- SECTION II Public notice of amendments or changes shall be advertised on the Georgia Mountains Regional Commission website for a minimum of seven days prior to meeting.

Adopted this date October 30, 2014.



CLEO Chairman